

# Knowledge Center How To – Running Survey from Instructor Tools

Step 1: Follow this trail:

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Step2:

## Instructor Tools

Use the Section List to search for classroom courses in order to edit scores, view the roster, send emails and perform other actions. Use the course sections in calendar format. The information that displays in both the Section List and Section Calendar depends on your permission.

**Course Sections**

Section List | Section Calendar

Search for courses to view information about, and use the Action menu to perform actions.

Search Text

ads1000

Search Type

All words

Instructor

Me

Section Status

Date Range

Start Date

1/1/2014

End Date

4/24/2014

Activity

Search

1. Put the appropriate class number in the search text.

2. Select me for instructor.

3. Select data range versus current.

4. Put appropriate dates in start and end date.

5. Click on search.

Step 3:

VDSS - ADS1000: Adult Services/Adult Protective Services New Worker Policy Training

Title: VDSS - ADS1000: Adult Services/Adult Protective Services New Worker Policy Training (E)  
Section Format: In-Person  
Code:  
Number: 87  
Section Date Range: 2/10/2014 - 2/12/2014  
Event Date Range: 2/10/2014 9:00 AM - 2/12/2014 4:00 PM  
Enrollment Cancellation Deadline: 2/10/2014 8:00 AM  
Waitlist Type: Automatic  
Capacity (Min/Max): 4/19  
Enrolled/Waitlisted/Pending: 15/0/0

Roster

Go

Choose Survey from drop down menu.

Step 4:

## Surveys

Surveys are related to content or used to gain opinions of users on a topic.

Use the Page menu to assign surveys. If there are surveys already assigned, they are listed below.

Course Title

VDSS - ADS1000: Adult Services/Adult Protective Services New Worker Policy Training

Section Title

VDSS - ADS1000: Adult Services/Adult Protective Services New Worker Policy Training (E)

Section Format

In-Person

Assign Survey

Go

Records found: 1

	Title	Association	Action
1	VDSS Training Evaluation	Course	Run Report

Click go beside run report

Step 5:

## Survey Statistics

Run Report

Use the form below to indicate the parameters for the report you want to run. Then click Run Report to run the report (opens in a new window).

Survey Title

VDSS Training Evaluation

Content

VDSS - ADS1000: Adult Services/Adult Protective Services New Worker Policy Training (#87)

Start Date

12:00 AM

End Date

Midnight

Run Report

Click Run Report